

AUXILIARY PERSONNEL SECURITY
INVESTIGATION (PSI) CHECKLISTI. OS PSI: [See Appendix A, Table 2]

- ___ a. 2 **FD-258** Fingerprint Cards with original signatures.
- ___ b. 1 **SF Form 85, (page 6 only)** Authorization for Release of Information with original signature.
- ___ c. 1 **OFI Form 86C** Special Agreement Check (SAC) that includes blanks for mother's full name, maiden name, and father's full name.
- ___ d. 1 **USCG AUXILIARY/SECCEN Verification of U.S. Citizenship** This should be signed by only authorized finger printers, and must be accompanied by a copy of the form being verified as original. (This is not required but recommended as it speeds up the suitability.)

II. DO PSI: [See Appendix A, Tables 1 & 3]

- ___ a. 2 **FD-258** Fingerprint Cards with original signatures.
(NOTE: If changing status from OS to DO and an OS PSI has been completed, fingerprint cards may not be necessary)
- ___ b. 1 **DHS Form 11000-9**, Fair Credit Reporting Act Release, with original signature.
- ___ c. 2 **Form SF 86**, Questionnaire for National Security Positions, **original signatures on each.**
- ___ d. All questions/blanks on the **Form SF 86** answered and/or filled in as required
(Read the small print/instructions on the **Form SF 86**).
- ___ e. Requested time periods on the **Form SF 86** covered and accounted for with out time gaps.
- ___ f. Attached page or note stating the basis for summitting a DO PSI.
- ___ g. 1 **USCG AUXILIARY/SECCEN Verification of U.S. Citizenship** This should be signed by only authorized finger printers, and must be accompanied by a copy of the form being verified as original. (This is not required but recommended as it speeds up the suitability.)

III. PROSPECTIVE MEMBERS & CURRENT MEMBERS WITH FELONY CONVICTION

(Ref. AUX MANUAL, COMDTINST M16790.1F, Ch 3, A.4.c. 1, 2, 3, 4)

Y/N

- a. Did **PROSPECTIVE member** with a felony provide records regarding the felony(s)?
- b. Did **PROSPECTIVE member** provide a letter of explanation?
- c. Did **DIRAUX** determine the felony to be waivable and will grant a waiver?
(If not a waivable offense, DIRAUX must reject the application.)
- d. Did **CURRENT member** already have a waiver on file? Copy attached?
- e. Did **CURRENT member** join before being asked about their history?
- f. Did **CURRENT member** with a felony provide records regarding the felony(s)?
- g. Did **CURRENT member** provide a letter of explanation?
- h. Did **DIRAUX** determine old/unknown felony to be waivable & will grant a waiver?
(If not a waivable offense, DIRAUX may advise member to disenroll/retire.)

IV. PRIOR/CURRENT CLEARANCES

Y/N

- a. Does **prospective member/current member** have prior or current clearance with a federal agency within 10 years?
- b. Did **prospective member/current member** supply a copy of a source document?

V. AUXDATA VERIFICATION

Y/N

- a. Does the name on the PSI match AUXDATA information exactly?
- b. Does the member's qualification in AUXDATA match the PSI being processed?

Sent to D11NR DIRAUX for processing: DATE: / /
BY:

WARNING: Failure to complete all parts of DO or OS including AUXDATA VERIFICATION, will force the PSI to be returned as incomplete.

After completing the “PSI Checklist” sign and date page-one of this from and attach it to the PSI documents.

Appendix A

There are 40 competency designations currently carried in AUXDATA that represent program achievement in the form of qualification/certification in Auxiliary programs. Concurrently, there is general guidance in the Auxiliary Manual that describes which program areas require their participants to have **Personnel Security Investigation (PSI)** at either the **Direct Operational (DO)** or **Operational Support (SO)** level.

In order to provide better guidance about PSI requirements relative to current AUXDATA competencies, all AUXDATA competencies have been reviewed by the Chief Director of Auxiliary's office in conjunction with National Auxiliary program leadership to specifically link those competencies with the appropriate PSI level. The following lists reflect the results of this review and its determinations.

The first two lists address the 40 competency designations currently carried in AUXDATA. Auxiliarists who strive for qualification/certification in these competencies, or seek to retain such, must ultimately have a Favorable determination at the corresponding PSI level. Please bear in mind that the competencies listed in AUXDATA will likely grow with time as more and more detail is captured in terms of the skills and qualifications that Auxiliarists bring with their Auxiliary service as well as the nature of their assignments to duty. As competencies are created, the appropriate PSI level will be identified with them.

The third and final list is that of competencies and categories that are not yet specifically captured in AUXDATA, but as defined in the Auxiliary Manual (COMDTINST M16790.1F) require a Favorable PSI determination at the DO level.

Chapter 3 of the Auxiliary Manual (COMDTINST M16790.1F) will have this level of detail included as part of Change 1 in the fall 2005. The PSI Frequently Asked Questions that will be posted to the Chief Director's web site will also reflect this level of detail.

Any competency that requires a DO PSI level will need to have that level PSI into the DIRAUX office before any new competency will be granted.

Table 1

AUXDATA competencies that require a Favorable PSI determination at the DO level	
1	AIR CO-PILOT
2	AIR CREW
3	FIRST PILOT
4	AIR OBSERVER
5	AIRCRAFT COMMANDER
6	INSTRUCTOR PILOT/FLIGHT EXAMINER
7	ATON TECHNICIAN
8	ATON VERIFIER
9	BOAT CREW COXSWAIN
10	BOAT CREW CREWMEMBER
11	PADDLECRAFT OPERATOR
12	PERSONAL WATERCRAFT OPERATOR
13	PERSONAL WATERCRAFT OPERATOR (IN TRAINING)
14	ASSISTANT POLLUTION INVESTIGATOR
15	ASSISTANT POLLUTION RESPONSE SPECIALIST
16	AUXILIARY TRIDENT DEVICE (MS & MEP SPECIALIST)
17	CERTIFIED CPR PROVIDER
18	CERTIFIED EMT
19	CERTIFIED FIRST AID PROVIDER
20	CERTIFIED FIRST RESPONDER

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| 21 | CERTIFIED PARAMEDIC |
| 22 | FINGERPRINT TECHNICIAN |
| 23 | MARINE SAFETY WATCHSTANDER |
| 24 | QUALIFICATION EXAMINER |
| 25 | WATCHSTANDER (Command Center / Operations Center / Communications) |
| 26 | FIXED/MOBILE RADIO FACILITY OPERATOR |

Table 2

AUXDATA competencies that require a Favorable PSI determination at the <u>OS level</u>	
1	ASSISTANT LIFERAFT INSPECTOR
2	INCIDENT COMMAND SYSTEM LEVEL 100
3	INCIDENT COMMAND SYSTEM LEVEL 200
4	INCIDENT COMMAND SYSTEM LEVEL 300
5	MARINE ENVIRONMENTAL EDUCATION SPECIALIST
6	MARINE SAFETY ADMINISTRATIVE AND MANAGEMENT SPECIALIST
7	UNINSPECTED PASSENGER VESSEL EXAMINER
8	AUXOP
9	COMMERCIAL FISHING VESSEL EXAMINER
10	INSTRUCTOR
11	LEADERSHIP AND MANAGEMENT INSTRUCTOR
12	RECREATIONAL BOATING SAFETY PROGRAM VISITOR
13	TEAM COORDINATION TRAINING FACILITATOR
14	VESSEL EXAMINER
15	NEW MEMBER
16.	ALL ELECTED OFFICERS AT THE FLOTILLA AND DIVISION LEVEL

Table 3

Competencies and categories that are not specifically captured in AUXDATA, but that require a Favorable PSI determination at the <u>DO level</u>	
1	OPERATIONS PLANNING
2	INTERPRETERS
3	PORT SECURITY (as may not be covered by competencies listed above)
4	MARINE SAFETY AND SECURITY (as may not be covered by competencies listed above)
5	SOME AUXILIARY STAFF OFFICERS (as determined by active duty Operational Commander, Director of Auxiliary, or the Chief Director)
6	AS DIRECTED BY A COAST GUARD OPERATIONAL COMMANDER
7.	CGAUX HEALTH CARE VOLUNTEERS (G-WK program supported by (COMDTINST 6010.2 dtd 21 Jan 03)
8.	ALL ELECTED OFFICERS AT THE DISTRICT AND NATIONAL LEVEL